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| Test your knowledge | 1. What is the purpose of the Official Information Act?    * + - To make all agency information available to the public.        - To withhold information from the public unless there is a good reason to release it.        - To make positive agency information and stories available to the public.        - To make information available to the public unless there is good reason under the OIA to withhold it. |
| 1. How much time does the agency have to respond to an OIA request (unless extended)?    * + - 4 weeks        - 20 working days        - 7 working days        - 15 working days |
| 1. Visitors in New Zealand cannot apply for information under the OIA.    * + - True        - False |
| 1. You have received requests for the following information. Which requests do you think can be classified as ‘official information’?    * + - Personal details of another individual        - Security surveillance footage of the agency’s foyer        - Agenda and minutes from a departmental meeting        - Court records |
| 1. Below are the phases of handling an OIA request. Arrange them in the correct order.    * + - Request is received        - Scope        - Acknowledge        - Manage        - Assess        - Collate        - Approve and release |

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|  | 1. After the initial assessment of the OIA request, what should you do in each of the following circumstances?    * + - OIA request is large or complex        - Information requested can’t be identified or needs clarification |
| 1. The Minister approves content of Ministerial OIA responses.    * + - True        - False |
| 1. The Minister’s office approves the content of agency OIA responses.    * + - True        - False |

Notes:

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| Check your answers | 1. What is the purpose of the Official Information Act?    * + - To make information available to the public unless there is good reason under the OIA to withhold it. |
| 1. How much time does the agency have to respond to an OIA request (unless extended)?    * + - 20 working days |
| 1. Visitors in New Zealand cannot apply for information under the OIA.    * + - False |
| 1. You have received requests for the following information. Which requests do you think can be classified as ‘official information’?    * + - Personal details of another individual   This is classified as ‘official information’.  If someone requests personal information about another person, that is dealt with under the OIA. However, if someone requests personal information about themselves, that is dealt with under the Privacy Act.   * + - * Security surveillance footage of the agency’s foyer   This is classified as ‘official information’.  Section 2 of the Act states that any information recorded or stored by means of any tape-recorder, computer or other device is official information.   * + - * Agenda and minutes from a departmental meeting   This is classified as ‘official information’.  Section 2 of the OIA defines official information as any information held by a department, and defines department as a government department named in Part 1, Schedule 1 of the Ombudsmen Act 1975 (other than the Parliamentary Counsel Office).   * + - * Court records   This is NOT classified as ‘official information’.  Requests for information held on a court record are not OIA requests. This is because the courts, and tribunals (acting in their judicial capacity), are specifically excluded under sections 2(6)(a) and (b) of the OIA. An application to search a court record must be made in writing to the Registrar of the applicable court or tribunal. The request must state why the information is being requested and what the intended use of the information is. |
| 1. Below are the phases of handling an OIA request.    * + - Request is received        - Acknowledge        - Scope        - Collate        - Assess        - Manage        - Approve and release |
|  | 1. After the initial assessment of the OIA request, what should you do in the following circumstances?    * + - OIA request is large or complex   Consider contacting the requester to ask them to refine the request to make it more manageable.  Consider charging the requester for provision of the information.  Consider extending the time limit for making a decision on the request. Extensions can only be made on the grounds in the Act.   * + - * Information requested can’t be identified or needs clarification   If you can’t identify what information is being requested, or the OIA request is not clear, you should contact the requester to define or clarify the request. You must seek to clarify the OIA request within 7 working days of receiving it to restart the 20 working days for responding. |
| 1. The Minister approves content of Ministerial OIA responses.    * + - True |
| 1. The Minister’s office approves the content of agency OIA responses.    * + - False   The Minister’s office may review all responses under the ‘no surprises’ approach but they do not approve them. The Minister’s office may be more widely consulted if the request involves government policy or Ministerial initiatives. In some cases, it may be appropriate for the agency to transfer the request to the Minister if it is for Ministerial information, such as Cabinet papers and briefings. |

Congratulations!

You have completed the training module on the Official Information Act.

You can find more information on the Official Information Act by going to:

State Services Commission [website](http://www.ssc.govt.nz/official-information-guidance)

Office of the Ombudsman [website](http://www.ombudsman.parliament.nz/resources-and-publications)

New Zealand legislation [website](http://legislation.govt.nz/).